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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 7 December 1956

Document No. 2

FROM : Chief, JOTP/TR

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 010278 By: 025

SUBJECT: Accomplishments in JOTP - Calendar Year 1956

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1. Perhaps the outstanding accomplishment of the year was the fact that [REDACTED] was able to talk the IO Division into giving him, with a wife and four children, [REDACTED]

2. The favorable report by the IG on his survey of the JOT Program which resulted in:

- a. the unequivocal recommendation that it be established on a firm basis, and be expanded.
- b. the JOTP assuming responsibility for the administration of the Junior Career Development Program.
- c. placing a representative of the Director of Personnel in the JOTP office with full authority to act for him and to be located in the JOTP office in order to expedite bottlenecks that had existed in the past.
- d. publication of a regulation on the Program.
- e. authorization to submit for publication a brochure on the Program for publicity purposes.

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4. Tacit approval of the Program by the representative of the Killian Committee.

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6. Development of the course on Intelligence Techniques, directed at the JOT level by Mr. [REDACTED]

7. Systematic development of a cover story for all JOT's on EOD.

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24. Decision was reached not to employ lawyers and other technically trained individuals in the OCS Program.

25. To facilitate processing, arrangements were worked out with the Security Office so that the Security investigation is initiated as soon as evidence shows a candidate to be desirable and before he is brought to Headquarters for interview and pre-employment medical examination.

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26. Twelve JOT's have been married including the [redacted] union. (Five boys and nine girls, including the [redacted] were born to JOT families.)

27. New job descriptions have been written for all authorized positions in the Program - four professional and four secretarial.

28. A basic curriculum of Intelligence Orientation, Intelligence Techniques, and either the Operations Familiarization or the long Operations Course, has been established for all JOT's. The possibility of adding to these courses is being considered in an effort to broaden the initial training of JOT's.

29. Because of the radical change in evaluations of candidates for Army OCS, we have abandoned the Army Program in favor of the Air Force Program.

30. The idea of sending Agency employees to their home areas or former colleges as recruiters for the JOT Program is being tried out beginning this December. We have no results as yet on these "volunteers".

31. As a result of the IG's report, but also because of the fewer requirements for professional personnel, an intensive attack on the recruitment of JOT's has been developed by the Office of Personnel.

32. Now that a number of former JOT's are in positions of responsibility, we are beginning to use these friends of the Program as supervisors of the new trainees to marked effect and mutual advantage. Increased contact and cooperation in the Operations School, and particularly [redacted] have been developed to the great advantage of the Program.

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OTR/WLE:cm

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SIGNIFICANT CHANGES IN COURSES AND NEW COURSES

OPERATIONS SCHOOL

1. Clandestine Services Review

Now includes instruction on the Agency intelligence contributions which are a part of the background for decisions on national security matters.

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3. New Courses:

- a. Cable Writing Refresher
- b. Information Reporting, Reports and Requirements
- c. Denied Area Operations Seminar
- d. Revised CE Operations
- e. Action Cross Training Program

SCHOOL OF INTERNATIONAL COMMUNISM AND THE USSR

1. Revised courses:

- a. Introduction to Communism
- b. World Communism now Party Organization and Operations

2. New courses:

- a. Briefings on Communism for the personnel of other government agencies.

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INTELLIGENCE SCHOOL

1. Revised Courses

- a. BOC to Intelligence Orientation
- b. Intelligence Principles and Methods to Intelligence Techniques (now a familiarization course for JOTs).
- c. Instruction in Communism introduced into the Clerical Orientation instruction, touching 2,000 new employees each year.

2. New Courses

- a. Management Conferences for Individual Offices - ORR; OSI; SR.
- b. Typing for FDD translators
- c. Rhetoric Review for FDD at [REDACTED] Building
- d. Principles of mathematics
- e. Orientations in the French Language
- f. Document Analysis Workshop
- g. Field typing course for COMMO GIs.

3. All courses were under revision during the year. For example, six major changes were made to the Operations Support Course.

LANGUAGE AND AREA SCHOOL

1. [REDACTED]

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